



VACANCY ANNOUNCEMENT

Manager, P-5
AS/HR/ICT Division
Information and Communication Technology Subdivision

| Deadline for application | Announcement Number | Expected date for entry on duty | Duration of appointment | Duty Station |
|-----------------------------|---------------------|---------------------------------|---|---------------|
| 2 May 2022 23:59 hrs CET | VA 22/031/AS/HR/ICT | As soon as possible | Two years with possibility of extension | Bonn, Germany |

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The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

The **Administrative Services, Human Resources, and Information and Communication Technology division** will deliver a wide range of operational services that support the intergovernmental process, related institutions, bodies and mechanisms, including conferences and meetings, the regulatory systems under the Kyoto Protocol, and the daily operations of the secretariat and its divisions.

Where will you be working

This position is in the UNFCCC secretariat located in Bonn, Germany. Reporting to the Director, Administrative Services, Human Resources and Information and Communication Technology Division. The Information and Communication Technology (ICT) Subdivision is the secretariat's service provider for ICT infrastructure, user support services, information systems development, maintenance and support.

Your responsibilities

Within delegated authority, you will be responsible and accountable for the following:

1. Strategic Planning:

- a. Develops the vision, strategy and roadmap for transforming ICT solutions, operations and service delivery to support the outcomes of the Paris Agreement and the Glasgow Climate Pact.
- b. Takes a holistic view of the needs of internal and external stakeholders and translates these into innovative, cost-effective ICT plans and solutions.
- c. Enables consensus across the organization for the organization's ICT and data strategy, related investment decisions and ICT and security risk management.
- d. Defines, measures and communicates the contribution of ICT and data services to optimizing internal operations and implementation of secretariat mandates.
- e. Standardizes and modernizes approaches for the secure, continuous integration and continuous deployment of secretariat led and managed systems.



2. Leadership:

- a. Leads the ICT subdivision, including galvanizing staff behind a common client-focused vision and ensuring a positive and collaborative relationship within the secretariat and with stakeholders and partners.
- b. Drives an inclusive, innovative and collaborative culture, increasing team diversity, job satisfaction, staff wellbeing and productivity of the ICT subdivision.
- c. Develops and monitors service delivery metrics; ensures that large-scale transformational projects meet established time, cost and quality assurance parameters.
- d. Acts as a visible and inspiring leader, promoting agile and client-focused system development and service delivery.

3. Management:

- a. Develops and monitors the annual workplan of the subdivision. Plans and allocates work assignments; participates in recruitment and selection of new staff and in the development of training and upskilling programmes.
- b. Formulates the ICT budget and oversees its implementation, ensuring effective, efficient, and transparent use of funds.
- c. Manages a complex ICT environment with high volumes of structured data exchanges with internal and external entities as well as non-structured data relating to content management.
- d. Manages critical aspects related to enterprise architecture and the development of a data services architecture.
- e. Coordinates the requirements and delivery of ICT services in support of onsite and offsite hybrid workshops, meetings and conferences.
- f. Oversees the design and implementation of the Information Security Management Programme.
- g. Ensures that the organization's business processes are supported by user-friendly, lean and right-sized technology solutions.

4. Representation, Partnerships and Resource Mobilization

- a. Represents the secretariat in the field of information technology at the international level and with its internal and external clients.
- b. Interacts with key stakeholders as the secretariat's substantive ICT resource supporting the intergovernmental processes.
- c. Builds and nurtures partnerships with external entities, UN Agencies, donor and government officials to exchange innovative approaches, best practices and service delivery metrics.
- d. Contributes to the unified secretariat wide approach to partnerships and resource mobilization.

5. Performs other job-related activities required to support the goals and objectives of the secretariat.

Competencies

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and



to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

Managerial Competencies:

Leading and Empowering Others: Visibly serves as a role model, embodies the values of the UN and positively represents the organization, office or team in public; Acts with courage and leads positively, especially in times of crisis; Drives for change and improvement, and motivates and inspires others to do the same; Empowers people and builds relationships with staff on a foundation of trust, respect and encouragement; Promotes gender equality and openly supports and empowers women to pursue their professional development and career; Delegates responsibility, clarifies expectations, and gives staff autonomy in their areas of work, but remains accessible to staff at all levels, Maintains management control across the breadth of own responsibilities, while retaining the capacity to engage at a detailed level as and when required; Creates a culture of openness and transparency in which staff can speak and act without fear of repercussion.

Thinking Strategically and Building the Vision: Generates a broad and compelling direction for the programme of work in support of the Executive Secretary's vision for the organization, and inspires others to commit to that direction; Assesses the political environment, both internally and externally, and builds strategies to deliver results which take account of political complexities; Identifies and prioritizes strategic issues, opportunities and risks, and develops a vision and strategy for the way forward that enhances the future potential of the UN; Develops rational, long-range, strategies that are consistent with the UN's mandates and direction; Translates strategy into clear and measurable goals and results; Communicates how the vision impacts and drives team and individual work plans; Develops innovative strategies to drive change and manage the impact of change; Thinks strategically and creatively to reshape approaches in the midst of changing realities.

Your qualifications

Educational Background

Required: Advanced university degree (Master's degree or equivalent) in computer science, information systems, mathematics, statistics or related field. A first-level university degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.



Experience

Required: A minimum of ten years of progressively responsible experience in the design, management, and oversight of complex ICT projects. Experience leading large-scale digital transformation projects is required. Experience in developing a roadmap to implement an enterprise data services programme that leverages corporate and programmatic data is desired.

Language skills

Required: Fluency in English (both oral and written).

Desirable: Working knowledge of another UN official language.

Specific professional knowledge and Job-related skills

Proven ability to develop an ICT strategic vision and implementation roadmap required.

Proven ability to oversee large institutional systems required.

Proven ability to leverage data to monitor, improve and report on service delivery desired.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>

Please note:

1. Service is limited to the UNFCCC secretariat.
2. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
3. Egon Zehnder International supports UNFCCC in the recruitment process for this position.
4. Indicative net annual salary and allowances:
US\$ 90,664 to 97,483
(plus variable post adjustment, currently 29.7% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.